

SELECTION BOARD BROCHURE

INTRODUCTION

1. This brochure provides information on billeting, transportation, and other matters to help you plan your stay at ARPC. It also contains information to help you become familiar with the Reserve of the Air Force (ResAF) Officer Promotion System and ResAF structure before the selection board convenes. The term "ResAF" encompasses both the Air National Guard (ANG) and the Air Force Reserve (AFR). Central selection boards consider both ANG and AFR officers for promotion to captain, major, and lieutenant colonel. The ANG has a separate program to select ANG colonels; therefore, the AFR Colonel Selection Board does not have ANG representation as do the other central selection boards.
2. Visit our web page at <http://arpc.afrc.af.mil/promotions/bdmbrecklst.asp> for information concerning billeting, down loading appropriate instructions/directives, maps, and general board information. Board members work for the Secretary of the Air Force while performing selection board duties; therefore it is important that you keep your calendar clear of any other obligations during board week.
3. We hope you find the material helpful. You may find occasion to refer to it while the board is in session. We invite your suggestions for improving the brochure. Send or bring your comments to the Board Secretariat Division at HQ ARPC.
4. Action Office: Board Secretariat Division, HQ ARPC/DPBB
DSN: 926-6351
Commercial (303) 676-6351
Toll Free: 1-800-525-0102
E-mail: arpc.dpbbdl@arpc.denver.af.mil
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INFORMATION ABOUT YOUR STAY

1. **LOCATION**: Selection boards are conducted at HQ ARPC, the Buckley AFB Annex (on the west side of what was Lowry Air Force Base) now referred to as the Lowry Campus. The entrance to the annex is at the intersection of E. Irvington Place (E. Lowry Blvd) and Quebec Street. The boards are conducted in the Selection Board Secretariat's Board Room, on the main floor, post 2G19. You will be met at the door and escorted to the room on the first day of the board.
2. **DUTY HOURS**: For first day activities the Administrative Assistants will report to the board room by 0700, the board president at 0715, and all board members at 0745. For the remainder of the board, duty hours are normally 0800-1700 with one hour for lunch. Selection Board Secretariat personnel are normally present from 0630 until 1800 or later depending on board requirements.
3. **UNIFORM**: Uniform of the day for the duration of the board will be the utility uniform (BDU, flight suit, DCU).
4. **TELEPHONES/COMPUTERS**: Phones and computers are located in the board room lounge for your use. While the board is in session you can be reached at DSN 926-6351; commercial (303) 676-6351; toll-free 1-800-525-0102 (incoming calls only). Messages received will be brought to you at your table. If you need to receive a FAX, the number is DSN 926-6405, or commercial (303) 676-6405. Please note that permanent party computers and telephones will not be available for use by board members due to their location in a "no entry" area and the sensitive nature of the information they contain.
5. **ORDERS/FUNDING**: If you are an IMA, you must request your TDY orders through the Air Force Reserve Order Writing System (AROWS-R). For assistance using AROWS-R contact your Program Manager. More information on AROWS-R can be found at <http://arpc.afrc.af.mil/orders/arows-r.asp>. If you are an Active Duty, Air National Guard, or Unit Assigned Reserve officer your unit is responsible for your TDY funds and orders. If you have problems with funds contact your MAJCOM.
6. **VISITORS**: Visitors are not permitted in the board room. However, visitors may be met in the board room lounge.
7. **FACILITIES IN BUILDING 444**:
 - a. CIRRUS System ATM and a branch office of Space Age Federal Credit Union.
 - b. A cafeteria is located on the first floor of the building and is open from 0600-1430. Lunch is served from 1045-1300.
 - c. Non-EAD and ANG board members may review their officer selection records while at HQ ARPC. The records will be available in the secretariat division.
8. **NO-HOST SOCIAL**: Monday evening there will be a social (casual attire) at your hotel. This social is a great opportunity to meet all the board members and administrative assistants you'll be working with in the upcoming week.

9. **E-MAIL ACCESS**: We have two computers with internet connectivity available for the use of board members and administrative assistants. We ask that you remain considerate of your fellow board members when using the systems and avoid monopolizing them during breaks. We have two additional ports available to allow laptop connection.

ORGANIZATION AND TRAINING SUMMARY

1. **GENERAL STRUCTURE**: Reserve of the Air Force (Air National Guard and Air Force Reserve) members account for their training and participation via a "points" system. Points are earned based on the type of training performed (active duty, inactive duty, extension course institute) and the duration of that training. The amount and type of training in which an officer can participate varies with the officer's assignment.

a. Types of training include Active Duty Training (ADT), working in an active duty capacity for an 8-hour period (earning 1 point); and Inactive Duty Training (IDT), 4-hour blocks with 1 point awarded for each block, with a maximum of 2 points earned within a 24-hr period.

b. Reservists in some categories perform duty for points only (no pay) through which they may ultimately qualify for retirement.

c. Developmental education (formerly Professional military education) and correspondence courses are assigned point values (Extension Course Institute or ECI points) based on the course completion. ResAF officers are also awarded 15 points annually for membership.

2. **RETENTION AND RETIREMENT (R/R) YEAR**: R/R year is the 365/366 day period in which a member must earn a minimum of 50 points for that year to count toward retirement. Each person will have a different R/R year depending on when they began their Reserve service. An R/R year counting for retirement is called a "good year" or a "satisfactory year." Officers assigned to some USAFR categories cannot, by regulation, participate and therefore are unable to earn a good year toward retirement while assigned to those categories.

3. **SELECTED RESERVES (SelRes) CATEGORIES (Assigned in a participating status)**

a. **UNIT PROGRAMS**: Both the Guard and Reserve have unit programs which consist primarily of flying and non flying squadrons and groups. Unit assigned officers generally train on weekends in Unit Training Assemblies (UTA) and serve together as a unit when mobilized. They earn their required 48 IDT points per year through the UTAs. Additionally they are required to obtain 14 ADT points which is normally acquired during their 2-week annual tour.

b. **AIR RESERVE TECHNICIANS (ARTs)**: These individuals are Reserve officers assigned to Reserve units and are also federal civil service employees performing the same duty as their Reserve duty. They earn Reserve pay and points only while in a military status. These individuals are required to meet the same participation requirements as the unit programs. The ANG also has a similar program, called Guard Technicians.

c. **INDIVIDUAL MOBILIZATION AUGMENTEES (IMAs)**: The IMA program consists of individual Reservists assigned to major commands, field operating agencies, joint organizations, direct reporting units and outside agencies. They are assigned to augment the wartime requirements of the RegAF. IMAs generally perform their duty during the week to conform to the work week of AD personnel. IMAs are required to earn 24 or 48 IDT and 12 or 14 ADT points per year. The number of points required depends on the type of assignment and is determined by the MAJCOM of assignment.

d. **LIMITED EXTENDED ACTIVE DUTY (LEAD)**: LEAD officers are serving on extended active duty (EAD) for a specified period of time (three years or less), but are retained

on the Reserve Active Status List (RASL). Although they serve in an active duty capacity, they are eligible for promotion consideration by Reserve boards. They earn one point for each day on active duty (365/366 per year) plus 15 membership points.

e. **ACTIVE GUARD RESERVE (AGR) PROGRAM**: ResAF officers assigned to full time active duty under Title 10 or 32 USC. The purpose of these tours is organizing, administering, recruiting, instructing, or training the Reserve components. This program is managed by the NGB (ANG and AF/REAMO (USAFR). Individuals in the AGR program earn one point for each day of active duty (365/366 per year) plus 15 membership points.

4. **OTHER THAN SELECTED RESERVE (OTSR) CATEGORIES**

a. **CATEGORY E**: This consists of officers assigned to one of four types of duty: Air Force Admissions Liaison Officers (AFALO), Civil Air Patrol Reserve Assistance Program (CAPRAP), ARPC managed Air Reserve Squadron (ARS), and the Ready Reinforcement Personnel Section (RRPS). Officers assigned to these duties perform non-paid IDT points and are eligible for ADT participation when funding is available. These sections permit the continued service and ability to obtain satisfactory years towards retirement. Each of these four types of duty is further described below:

1). **AIR FORCE ADMISSIONS LIAISON OFFICER (ALO)**: This program is for line officers only. Officers in the ALO program recruit and advise prospective students and assist them in fulfilling admission and appointment requirements for the Air Force Academy and for the Air Force Reserve Officer Training Corps. ALOs often travel great distances in their own personal vehicles to meet with prospective students with no reimbursement. The time spent traveling to and from meetings with candidates does count for non-pay IDT points.

2). **CIVIL AIR PATROL RESERVE ASSISTANCE PROGRAM (CAPRAP)**: Officers in the CAPRAP advise Civil Air Patrol (CAP) leaders on Air Force issues in general and may participate on Air Force inspection teams reviewing certain CAP activities. Officers earn non-pay IDT points for time spent performing CAP duties but do not receive points for travel time.

3). **NON-PAY AIR RESERVE SQUADRONS (ARS)**: These squadrons, managed by HQ ARPC, have no unit manning document and consist of reinforcement designees. They consist of Chaplains, Judge Advocates, and officers from the various health professions.

4). **READY REINFORCEMENT PERSONNEL SECTION (RRPS)**: Officers unable to locate a position in the SelRes may request assignment to RRPS for a maximum of three years while seeking a position within the selected Reserve. During this time they must have an approved training attachment and are required to earn 35 non-paid points per year. This section gives the member the ability to train with a unit, though not assigned to that unit, and earn satisfactory years for retirement.

5). **NON-PARTICIPATING SECTIONS**: The next three paragraphs describe Reserve sections in which officers are prohibited from earning points or are authorized non-pay points only. These sections are the Obligated Reserve Section (ORS), the Non-obligated Non-participating Ready Personnel Section (NNRPS), and the Non-affiliated Reserve Section (NARS). Although these officers may not participate in training, they are in an active Reserve status and are, by law, eligible for promotion consideration. While assigned to these sections, they do not receive officer performance reports since there is no rating chain.

A. **OBLIGATED RESERVE SECTION (ORS)**: Officers assigned to ORS have a remaining military service obligation (MSO). They are part of the Individual Ready Reserve (IRR) and are retained in this section until the expiration of their MSO. Members assigned to this section are **NOT** authorized to participate for pay or points.

B. **NON-OBLIGATED NON-PARTICIPATING READY PERSONNEL SECTION (NNRPS)**: Officers assigned to NNRPS have no military service obligation but are qualified for worldwide duty and are maintained as available resources for a period of two years in the event the military requires additional assets in their AF specialty. These individuals are also part of the IRR. Individuals within this section are **NOT** authorized to participate for pay or points.

C. **NON-AFFILIATED RESERVE SECTION (NARS)**: This section is composed of several subsections. NARS-ND consists of key employees who, by virtue of a key position in some government agency or private concern, are exempt from mobilization and thus are unable to participate. NARS-NB consists of officers with a military service obligation who are ineligible for mobilization due to hardship or other reason. A third subsection, NARS-NA, consists of officers without a military service obligation who have a personal or community hardship, or have an educational and/or religious delay temporarily preventing participation. A person may be assigned to NARS for up to 2 years. NARS is part of the Standby Reserve.

10. **SELECTIVE SERVICE SYSTEM (SSS)**: IMA officers assigned to SSS are responsible for developing and maintaining plans and procedures to be implemented in the event an involuntary induction is called for. They are required to complete 48 IDTs each fiscal year. Their rating chain is often largely civilian.